

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)  
LAW ENFORCEMENT AND VICTIM SERVICES (LEVS) DIVISION  
Cal MMET PROGRAM – PERFORMANCE SITE VISIT**

Public Safety Branch ☐

Drug Enforcement Section ☒

GRANT NUMBER	GRANT AWARD PERIOD	GRANT AWARD AMOUNT
MH08030380	07/01/08 - 06/30/09	\$114,137

PROGRAM NAME:	Cal MMET
PROJECT TITLE:	Cal MMET San Francisco 2009

(1) ADMINISTRATIVE AGENCY:	City and County of San Francisco
(2) IMPLEMENTING AGENCY:	San Francisco Police Department
(3) PROJECT DIRECTOR:	Captain Denis O'Leary
Address:	
Phone:	
(4) PROJECT COORDINATOR:	
Alternate Contact (Designee):	
Date of Visit: June 3, 2009	Visit Conducted By: Sandra L. Fletcher

**PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION**

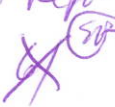
Date	Name	Title within Agency	Job Title (Project)
June 3		Sgt	Financial Office
June 3		Lieutenant	Daily programmatic

Signature of Cal EMA Representative Conducting the Visit

Date

Signature of Section Chief

Date

2010-08-09 - Cal MMET Program. San Francisco Site Visit Report  
Scanned & Forwarded  7/30/10

# ANTI-DRUG ABUSE PROGRAM PERFORMANCE SITE VISIT FORM

## I. PROGRAMMATIC REVIEW

### A. General

YES      NO      N/A

1. Does the project being visited fit within one of the following categories? (check only one) [✓]

X		
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- ☐ 2<sup>nd</sup> Year;  
☒ 3<sup>rd</sup> Year;  
☐ Over three years, (Please specify) \_\_\_\_\_ years.

### 2. Operational Documentation

Does the project have current versions of the following:

- a. Recipient Handbook  
 b. Program Guidelines  
 c. Grant Award Agreement

X		
		X
X		

### 3. Goals, Objectives, and Project Activities

*(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement.)*

- a. Has there been any significant changes in the way the project implements or sustains the objectives and activities of this program?  
*If yes, has the project discussed the possibility of submitting a grant award modification?*

X		
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- b. Is the project making satisfactory progress toward achieving the goals and objectives? If not, please explain.

X		
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### 4. Progress Reporting

*(Review the progress report format, content and submission requirements.)*

- a. Has the project submitted all required reports on time? If not, please explain.

X		
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- b. Has the project kept accurate source documentation to support statistical data on the progress report?

X		
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# ANTI-DRUG ABUSE PROGRAM PERFORMANCE SITE VISIT FORM

## I. PROGRAMMATIC REVIEW (continued)

	YES	NO	N/A
<b>5. Programmatic Source Documentation</b> <i>(Review documents maintained by the project that represents data reported on progress reports.)</i>			
a. Has the project developed an information retrieval system that provides accurate data? <i>(This system may be automated or manual.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the project use data summary sheets, actual case records, or other concrete documents that validate project performance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Project Staff Duties &amp; Responsibilities</b> <i>(Assure that project staff have made other project staff available for interviews during the visitation.)</i>			
a. Have all grant funded project staff positions been filled? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are job descriptions "project specific", rather than a copy of the "county" local agency job classification/position description?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do project staff meet all special skill certifications required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are staff performing duties discussed in the Grant Award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have project staff assumed duties for more than one Cal EMA-funded project? If yes, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are there any programmatic problems that are unique to this project? If yes, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>7. Program Specific Requirements</b>			
a. Are Project Income Reporting forms completed and mailed to Cal EMA on a quarterly basis? <i>(Only required if asset forfeiture funds are received and/or expended.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is a copy of the signed DEC Protocol MOU in file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM PROGRAM – PERFORMANCE SITE VISIT**

**I. PROGRAMMATIC REVIEW (continued)**

	YES	NO	N/A
c. Are there outstanding issues related to carrying out the DEC Protocol requirements? If yes, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Is a copy of the Operational Agreement in file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Is the Operational Agreement dated and signed by all participating agencies? If no, please explain. According to Sgt. Collins, the prior specialist waived the requirement of the OA – see attached	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**II. ADMINISTRATIVE REVIEW**

**A. General**

**1. Program Files**

a. Is the project familiar with preparation requirements for the following frequently used OES forms:

(1) OES Form 223, Grant Award Modification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) OES Form 201, Report of Expenditures and Request for Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Personnel Policies**

a. Are written personnel policies in place and available to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do the policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick, or other leave allowances, hiring and promotional policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. Financial Requirements**

**1. Functional Time Sheets**

a. Does the project use a Functional Time Sheet for all project positions employed less-than fulltime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are functional time sheets completed correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM PROGRAM – PERFORMANCE SITE VISIT**

**II. ADMINISTRATIVE REVIEW (continued)**

	YES	NO	N/A
c. Is the percent (%) of time project staff spend on other non-project duties being tracked? <i>(If no, provide a discussion concerning any recommendations made to the project.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2. Duties of the Financial Officer</b>			
a. Has the project taken steps to assure that the duties of the financial officer are separate from that of the bookkeeper and project director? (separation of duties)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do the financial officer and project director interact successfully on project expenditure decisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Financial Source Documentation</b>			
1. Does the project maintain updated budget pages on all approved grant award modifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project maintain Confidential funds? If so, are protective safeguards and policies in place? Describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If project income is acquired, is it tracked and reported? If no, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Has the project submitted Reports of Expenditures on time?	<input checked="" type="checkbox"/>		
5. Are there other issues concerning project expenditures and reporting? If so, please explain.		<input checked="" type="checkbox"/>	
<b>D. Equipment</b>			
<b>1. Acquisition</b>			
a. Are equipment purchases authorized budget items?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Was equipment purchased in accordance with the Grant Award Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>



**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM PROGRAM – PERFORMANCE SITE VISIT**

**II. ADMINISTRATIVE REVIEW (continued)**

**YES      NO      N/A**

**E. State/Federal Administrative Requirements**

**1. Mandated State and Federal Programs**

*(Determine whether or not the following documents are posted at the site visited)*

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| a. A current Equal Employment Opportunity (EEO) Policy Statement?                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A current "Harassment or Discrimination in Employment is Prohibited by Law" poster? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. A current Drug-Free Workplace Policy statement?                                     | <input checked="" type="checkbox"/> |                          |                          |
| d. Documentation of the California Environmental Quality Act (CEQA) on file?           | <input checked="" type="checkbox"/> |                          |                          |

**III. PROGRAMMATIC, ADMINISTRATIVE, AND FINANCIAL DISCUSSIONS**

*(Provide a summary of observations, findings, and recommendations made during the visit)*

The staff was present and had all source documentation available. In addition, provided Confidential Funds source documentation for control buys and payments to confidential informants – see attached.

Discussed late submission of the last two Progress Reports. [redacted] indicated that he has been overwhelmed by a lot of work and indicated he would not allow a late submission in the future.

Also discussed that the DA's office has not prosecuted DEC cases in the last 5 years. Talked about future requirements relative to developing a stronger DEC MOU.

This particular grant funds only overtime and Confidential Funds. Therefore, the percentage that staff spend on other projects is not tracked. ADA pays for the staff's regular salary and Cal MMET pays overtime.